



# 2019 Camp Accreditation Score Form

**Camp Name** \_\_\_\_\_

**Date of Visit** \_\_\_\_\_ **Local Office** \_\_\_\_\_ **Camp Number** \_\_\_\_\_

**Multi-site visit:**

Yes  No Number of sites visited \_\_\_\_\_ If yes, compile ONE master form and return all forms to ACA.

**Forms being returned to ACA:**

Camp Information Form  Score Form  Immediate Corrective Action Form (if applicable)

FOR DIRECTOR		
I affirm that accreditation visit procedures as described in the <i>Accreditation Process Guide</i> were properly completed. The attached forms have been filled out in my presence, and I have had an opportunity to comment about any standard as scored.		
Camp Director Signature _____	Date _____	Email _____
Printed Name _____	Phone Number _____	
FOR VISITORS		
I affirm that accreditation visit procedures as described in the <i>Accreditation Process Guide</i> were properly completed. I will maintain confidentiality regarding all information obtained about this program through written material and during the visit, except as required by law.		
Lead Visitor Signature _____	Date _____	Email _____
Printed Name _____	ACA Number _____	Phone Number _____
Visitor Signature _____	Date _____	Email _____
Printed Name _____	ACA Number _____	Phone Number _____
WDR Visitor — If Different _____	Date _____	Email _____

**INSTRUCTIONS**

- Please use a pen when marking the score form. (blue or black ink only)
- Use a pen on the signature page.
- Mandatory items are in bold and italic.
- Comment on reason for ALL "No" scores.

**MAILING INSTRUCTIONS**

Immediately after the visit, complete this score form packet by noting the appropriate enclosures and providing signatures, in ink, as requested. The Camp Director may photocopy this form (**minus the signature page**), or may request a copy from the Standards Department. In all cases, directors will be furnished a copy of the form if the camp fails to meet the accreditation criteria as a result of the visit.

The lead visitor should mail all documents, **with just one fold**, in the envelope provided. Forms should be sent to: ACA Standards Department, 5000 State Rd. 67 North, Martinsville, IN 46151-7902. Also notify the Local Standards Chair of the completed visit.

**Mode(s) of Operation — Check all that apply**



- Day Camps** — Sessions are more than 25 hours in a five-day period.
- Resident Camps** — Sessions vary in length and are four nights or more. Includes extended trip-and-travel programs.
- Short-term Camps** — Short-term day camps are less than 25 hours in a five-day period. Short-term resident camps are 3 nights or less.
- Camp Serving Rental Groups** — Involves other camps, groups, or programs that rent or lease the camp's facilities, and perhaps some services, to operate their own camping programs or retreats.

- Camp offers out-of-camp trips of any length.**
- Camp offers extended trip/travel.**

**List ALL specialized activities AND aquatic activities**

**Camp provided personnel**

**Vendor provided**

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
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**Does camp have a copy of a Health Inspection report with a passing score, dated within 15 months?**

- Yes     No

**Does camp operate on a non-owned site?**

- Yes     No

**If camp operates on a site/property that already has ACA accreditation, list the name (and number) of the host camp**

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 Standards #    Comment/Initial (comment made by Visitor (VIS) or Director (CD))

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**CR — Core/Foundational Standards**

Mark an X on the correct response

Standard	Description	Yes	No	DNA
CR.1.1	Rights and Dignity of Campers/Staff	Yes	No	<input type="checkbox"/>
CR.2.1	Camp Goals and Outcomes — Written statement of overall goals	Yes	No	DNA
CR.2.2	Camp Goals and Outcomes — Specific measurable outcomes	Yes	No	DNA
CR.2.3	Camp Goals and Outcomes — Provided staff with training strategies	Yes	No	DNA
CR.2.4	Camp Goals and Outcomes — Informed parents and campers	Yes	No	DNA
CR.3.1	Camper Development	Yes	No	DNA
CR.4.1	Environmental Activities	Yes	No	DNA
CR.5.1	Conditions of Facilities, Equipment, and Vehicles	Yes	No	<input type="checkbox"/>

**AD — Administration: Site/Transportation**

Mark an X on the correct response

Standard	Description	Yes	No	DNA
<b>AD.1.1</b>	<b>Local Emergency Response</b>	Yes	No	DNA
<b>AD.2.1</b>	<b>Emergency Medical Transportation</b>	Yes	No	DNA
AD.3.1	Private Vehicle Use	Yes	No	DNA
AD.4.1	Arrival and Departure	Yes	No	DNA
AD.5.1	Transportation Information for Parents	Yes	No	DNA
AD.6.1	Accident Procedures	Yes	No	DNA
AD.7.1	Transportation Safety Procedures	Yes	No	DNA
AD.8.1	Transportation Orientation	Yes	No	DNA
AD.9.1	Driver Requirements	Yes	No	DNA
AD.10.1	Leased, Rented, or Chartered Vehicles	Yes	No	DNA

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### AD — Administration: Health and Wellness

Mark an X on the correct response				
Standard	Description	Yes	No	DNA
AD.11.1	Special Health Needs — Info about camp's philosophy . . .	Yes	No	DNA
AD.11.2	Special Health Needs — System for evaluating camp's ability	Yes	No	DNA
AD.11.3	Special Health Needs — Sufficient health staff to meet the needs	Yes	No	DNA
AD.12.1	Record Maintenance	Yes	No	DNA

### AD — Administration: Risk Management

Mark an X on the correct response				
Standard	Description	Yes	No	DNA
AD.13.1	Risk Management — Identified and analyzed potential risks	Yes	No	
AD.13.2	Risk Management — Identified risk control techniques	Yes	No	
AD.14.1	Incident Reporting and Analysis — Complete written reports	Yes	No	
AD.14.2	Incident Reporting and Analysis — Review/analyze	Yes	No	
AD.15.1	Insurance Coverage — Commercial general liability	Yes	No	
AD.15.2	Insurance Coverage — Workers' compensation	Yes	No	
AD.15.3	Insurance Coverage — Basic causes of loss on buildings	Yes	No	DNA
AD.15.4	Insurance Coverage — Business personal property	Yes	No	
AD.15.5	Insurance Coverage — Motor vehicle insurance	Yes	No	DNA
AD.15.6	Insurance Coverage — Coverage for campers	Yes	No	DNA
AD.16.1	Personal Property Policy	Yes	No	
<b>AD.17.1</b>	<b>Non-program Firearms Control</b>	Yes	No	DNA
AD.18.1	Camp Security and Active Threats	Yes	No	
AD.19.1	Safety Orientation and Emergency Plan	Yes	No	
AD.20.1	Missing Person Procedure	Yes	No	DNA
AD.21.1	Emergency Communication — System To and From Incident	Yes	No	DNA
AD.21.2	Emergency Communication — Contacting Parents	Yes	No	DNA
AD.21.3	Emergency Communication — Communicating with Media	Yes	No	DNA
AD.22.1	Campers in Public Areas	Yes	No	DNA
AD.23.1	Camper Release/Verification — Specify to whom released to	Yes	No	DNA
AD.23.2	Camper Release/Verification — System in place	Yes	No	DNA

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### AD — Administration: Human Resources

Mark an X on the correct response				
Standard	Description	Yes	No	DNA
AD.24.1	Hiring Policies — Identify application and screening process	Yes	No	
AD.24.2	Hiring Policies — Reviewed	Yes	No	
<b>AD.25.1</b>	<b>New Staff Screening (Year-round and seasonal) — Criminal Background Checks</b>	Yes	No	
AD.25.2	New Staff Screening (Year-round and seasonal) — Ref. checks/work history	Yes	No	
AD.25.3	New Staff Screening (Year-round and seasonal) — Personal interview	Yes	No	
<b>AD.26.1</b>	<b>Subsequent Criminal Background Checks — Annual staff &gt; 18 years</b>	Yes	No	
<b>AD.26.2</b>	<b>Subsequent Criminal Background Checks — For year-round staff every 5 yrs.</b>	Yes	No	DNA
<b>AD.27.1</b>	<b>Annual Staff Screening — Voluntary Disclosure Statement</b>	Yes	No	
<b>AD.27.2</b>	<b>Annual Staff Screening — Check of the NSOPW</b>	Yes	No	
AD.28.1	Job Descriptions/Information	Yes	No	
AD.29.1	Personnel Policies	Yes	No	
AD.30.1	Staff Time off — Daily	Yes	No	DNA
AD.30.2	Staff Time Off — During total employment	Yes	No	DNA

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FA — Facilities: Site				
Mark an X on the correct response				
Standard	Description	Yes	No	DNA
<b>FA.1.1</b>	<b>Emergency Exits — in addition to main</b>	Yes	No	DNA
<b>FA.1.2</b>	<b>Emergency Exits — from second floor</b>	Yes	No	DNA
<b>FA.2.1</b>	<b>Care of Hazardous Materials</b>	Yes	No	DNA
FA.3.1	Utility Systems	Yes	No	DNA
FA.4.1	Water Testing	Yes	No	DNA
FA.5.1	Electrical Evaluation	Yes	No	DNA
FA.6.1	Fire and Safety Equipment Evaluation	Yes	No	DNA
FA.7.1	Power Tools	Yes	No	DNA
FA.8.1	Playgrounds	Yes	No	DNA
FA.9.1	Permanent Sleeping Quarters	Yes	No	DNA
FA.10.1	Smoke Detectors	Yes	No	DNA
FA.10.2	Carbon Monoxide Detectors	Yes	No	DNA
FA.11.1	Bunk Guardrails	Yes	No	DNA
FA.12.1	Healthcare Center	Yes	No	DNA
FA.13.1	Access of Specialized Activity Areas	Yes	No	DNA

FA — Facilities: Food Service				
Mark an X on the correct response				
Standard	Description	Yes	No	DNA
FA.14.1	Handwashing Facilities	Yes	No	DNA
FA.15.1	Food Service Areas	Yes	No	DNA
FA.16.1	Refrigeration	Yes	No	DNA
FA.17.1	Food Temperatures	Yes	No	DNA
FA.18.1	Sanitized Utensils and Surfaces	Yes	No	DNA
FA.19.1	Dish Washing	Yes	No	DNA
FA.20.1	Dish Drying and Storage	Yes	No	DNA

FA — Facilities: Transportation				
Mark an X on the correct response				
Standard	Description	Yes	No	DNA
FA.21.1	Nonpassenger Vehicles	Yes	No	
FA.22.1	Emergency Equipment	Yes	No	DNA
FA.23.1	Mechanical Evaluation	Yes	No	DNA
FA.24.1	Safety Checks — Tires	Yes	No	DNA
FA.24.2	Safety Checks — Checklist	Yes	No	DNA

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HW — Health and Wellness				
Mark an X on the correct response				
Standard	Description	Yes	No	DNA
<b>HW.1.1</b>	<b>Camper Health History</b>	Yes	No	DNA
HW.2.1	Permission to Treat	Yes	No	DNA
HW.3.1	Contact Information	Yes	No	DNA
<b>HW.4.1</b>	<b>Health Information for Short-term and Family Camp Participants</b>	Yes	No	DNA
HW.5.1	Health Exam — Assess and determine need for exam	Yes	No	DNA
HW.5.2	Health Exam — If required, within previous 24 months	Yes	No	DNA
HW.6.1	Health Screening for Resident Camps	Yes	No	DNA
HW.7.1	Health Information Review and Screening for Day & Short-term Camps	Yes	No	DNA
HW.7.2	Health Information Review & Screening for Day & Short-term — Special Medical	Yes	No	DNA
HW.8.1	Parent Notification — Inform Parents/Guardian about when	Yes	No	DNA
HW.8.2	Parent Notification — Document Communication with Parents/Guardian	Yes	No	DNA
HW.9.1	Healthcare Policies — Reviewed every three years	Yes	No	DNA
HW.9.2	Healthcare Policies — Scope, authority, and treatment procedures allowed	Yes	No	DNA
HW.10.1	Inform Staff of Specific Needs	Yes	No	DNA
HW.11.1	Healthcare Equipment, Supplies, and Emergency Assistance	Yes	No	DNA
HW.12.1	Availability of an AED	Yes	No	DNA
<b>HW.13.1</b>	<b>Medication Storage and Administration</b>	Yes	No	DNA
HW.14.1	Recordkeeping — System for documentation	Yes	No	DNA
HW.14.2	Recordkeeping — Reports of Incidents	Yes	No	DNA
HW.15.1	Staff Health History	Yes	No	DNA
HW.16.1	Contact Information for Staff Members Who Are Minors	Yes	No	DNA
HW.17.1	Health Screening for Resident Camp Staff	Yes	No	DNA
HW.18.1	First-aid Kits	Yes	No	DNA

Standards #    Comment/Initial (comment made by Visitor (VIS) or Director (CD))

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ST — Staff and Supervision: Qualifications				
Mark an X on the correct response				
Standard	Description	Yes	No	DNA
ST.1.1	Food Service Supervisor	Yes	No	DNA
ST.2.1	Healthcare Provider — Day Camps and Short-term Camps	Yes	No	DNA
ST.2.2	Healthcare Provider — Resident Camps	Yes	No	DNA
ST.2.3	Healthcare Provider — Special Medical Needs Camps	Yes	No	DNA
ST.2.4	Healthcare Provider — Non Medical Religious Camps	Yes	No	DNA
<b>ST.3.1</b>	<b>First-aid and Emergency Care Personnel — EMS is &lt; 30 minutes</b>	Yes	No	DNA
<b>ST.3.2</b>	<b>First-aid and Emergency Care Personnel — EMS is &gt; 30 minutes</b>	Yes	No	DNA
<b>ST.3.3</b>	<b>First-aid and Emergency Care Personnel — Nonmedical Religious Camps</b>	Yes	No	DNA
ST.4.1	Healthcare Away from Main Camp	Yes	No	DNA
ST.5.1	Director Qualifications — Supervisory Experience	Yes	No	DNA
ST.5.2	Director Qualifications — Professional Development Hours	Yes	No	DNA
ST.5.3	Director Qualifications — Age	Yes	No	DNA
ST.5.4	Director Qualifications — Experience with Campers with Special Needs	Yes	No	DNA
ST.6.1	Special Needs Staff Requirements	Yes	No	DNA
ST.7.1	First-aid, CPR/AED, Specialized and Aquatics — First Aid	Yes	No	DNA
<b>ST.7.2</b>	<b>First-aid, CPR/AED, Specialized and Aquatics — CPR and AED</b>	Yes	No	DNA
ST.8.1	Supervisor Qualifications, Specialized Activities	Yes	No	DNA
ST.9.1	Adventure/Challenge Supervisor Qualifications — Certification and Age	Yes	No	DNA
ST.9.2	Adventure/Challenge Supervisor Qualifications — Experience	Yes	No	DNA
ST.10.1	Horseback Riding Supervisor Qualifications — Certification and Age	Yes	No	DNA
ST.10.2	Horseback Riding Supervisor Qualifications — Experience	Yes	No	DNA
ST.11.1	Aquatics Supervisor Qualifications — Certification and Age	Yes	No	DNA
ST.11.2	Aquatics Supervisor Qualifications — Experience	Yes	No	DNA
<b>ST.12.1</b>	<b>Swim Lifeguard Certification &amp; Skills Verification — Current Certs and Positioned</b>	Yes	No	DNA
<b>ST.12.2</b>	<b>Swim Lifeguard Certification &amp; Skills Verification — Demonstrated rescue skills</b>	Yes	No	DNA
<b>ST.12.3</b>	<b>Swim Lifeguard Certification &amp; Skills Verification — Advise rental groups</b>	Yes	No	DNA
<b>ST.13.1</b>	<b>SCUBA Diving Activities — Provided by camp</b>	Yes	No	DNA
<b>ST.13.2</b>	<b>SCUBA Diving Activities — Provided by Rental Groups</b>	Yes	No	DNA
ST.14.1	Swimming Lessons — Instructor Qualifications	Yes	No	DNA
ST.14.2	Swimming Lessons — Lifeguard on Duty	Yes	No	DNA
ST.14.3	Swimming Lessons — Advise Rental Groups of Lifeguard on Duty Requirement	Yes	No	DNA

ST — Staff and Supervision: Qualifications				
Mark an X on the correct response				
Standard	Description	Yes	No	DNA
<b>ST.15.1</b>	<b>Watercraft Guard Certification — Appropriate certification type</b>	Yes	No	DNA
<b>ST.15.2</b>	<b>Watercraft Guard Certification — Rescue Skills Demonstration</b>	Yes	No	DNA
<b>ST.15.3</b>	<b>Watercraft Guard Certification — Rental Groups advises of requirements</b>	Yes	No	DNA
ST.16.1	Extended Trip/Travel Leader Qualifications	Yes	No	DNA
<b>ST.17.1</b>	<b>Extended Trip/Travel Aquatic Supervisor Qualifications</b>	Yes	No	DNA

ST — Staff and Supervision: Training				
Mark an X on the correct response				
Standard	Description	Yes	No	DNA
ST.18.1	Vehicle Nondriver Training	Yes	No	DNA
ST.19.1	Training for Drivers	Yes	No	DNA
ST.20.1	Motorized Watercraft Training — General	Yes	No	DNA
ST.20.2	Motorized Watercraft Training Craft Specific	Yes	No	DNA
ST.21.1	Staff Training for Role in Healthcare	Yes	No	DNA
ST.22.1	Camp Security Training and Rehearsal	Yes	No	
ST.23.1	Emergency Plan Rehearsal	Yes	No	DNA
ST.24.1	Missing Person Training and Rehearsal	Yes	No	DNA
ST.25.1	Pre-camp Staff Training	Yes	No	DNA
ST.26.1	Job Training Specific to Role	Yes	No	
ST.27.1	Supervisor Training	Yes	No	DNA
ST.28.1	Camp Staff Responsibilities for General Camp Activities	Yes	No	DNA
ST.29.1	Staff — Camper Interaction Training	Yes	No	DNA
ST.30.1	Behavior Management and Discipline Training	Yes	No	DNA
ST.31.1	Sensitive Issue Policy Training	Yes	No	DNA
ST.32.1	Extended Trip/Travel Staff Training	Yes	No	DNA

Standards #    Comment/Initial (comment made by Visitor (VIS) or Director (CD))

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Standards #    Comment/Initial (comment made by Visitor (VIS) or Director (CD))

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PD — Program Design and Activities: Specialized (Includes adventure/ challenge, horseback, and trip/travel)				
Mark an X on the correct response				
Standard	Description	Yes	No	DNA
<b>If camp does not offer specialized activities DNA PD.5.1 to PD.22.1</b>				DNA
PD.5.1	Safety Orientation	Yes	No	DNA
PD.6.1	Spotters and Belayers	Yes	No	DNA
PD.7.1	Safety and Emergency Procedures	Yes	No	DNA
<b>PD.8.1</b>	<b>Archery Safety — Range Design</b>	Yes	No	DNA
<b>PD.8.2</b>	<b>Archery Safety — Safety Signals and Range Commands</b>	Yes	No	DNA
<b>PD.8.3</b>	<b>Archery Safety — Bows/Arrows locked when not in use</b>	Yes	No	DNA
<b>PD.9.1</b>	<b>Rifle, Pellet Gun, and Air Gun Safety — Guns Locked/Redundant Safety/Ammo Separate</b>	Yes	No	DNA
<b>PD.9.2</b>	<b>Rifle, Pellet Gun, and Air Gun Safety — Range Design</b>	Yes	No	DNA
<b>PD.9.3</b>	<b>Rifle, Pellet Gun, and Air Gun Safety — Safety Signals and Range Commands</b>	Yes	No	DNA
PD.10.1	Go-Kart Safety	Yes	No	DNA
PD.11.1	ATV Safety	Yes	No	DNA
<b>PD.12.1</b>	<b>Protective Headgear — Bicycling Activities</b>	Yes	No	DNA
<b>PD.12.2</b>	<b>Protective Headgear — Motorized Vehicles</b>	Yes	No	DNA
<b>PD.12.3</b>	<b>Protective Headgear — Adventure/Challenge Activities</b>	Yes	No	DNA
<b>PD.12.4</b>	<b>Protective Headgear — Boarding and Skating</b>	Yes	No	DNA
PD.13.1	Safety Apparel — Knee pads, Elbow pads and Wrist guards (boarding/skating)	Yes	No	DNA
PD.13.2	Safety Apparel — Ear and Eye Protection for Firearms activities	Yes	No	DNA
PD.14.1	Annual Inspection of Adventure/Challenge Course Elements	Yes	No	DNA
<b>PD.15.1</b>	<b>Protective Headgear for Horseback Riding — Campers and Staff &lt; 18 yrs.</b>	Yes	No	DNA
<b>PD.15.2</b>	<b>Protective Headgear for Horseback Riding — Campers and Staff ≥ 18 yrs.</b>	Yes	No	DNA
PD.16.1	Pony Rides — Sound Horses	Yes	No	DNA
PD.16.2	Pony Rides — Adequate Number of Qualified Assistants	Yes	No	DNA
PD.17.1	Riding and Livestock Facilities — Location	Yes	No	DNA
PD.17.2	Riding and Livestock Facilities — Cleanliness	Yes	No	DNA
PD.18.1	Horse and Livestock Medications	Yes	No	DNA
PD.19.1	Safety Apparel for Horseback Riding — Footwear	Yes	No	DNA
PD.19.2	Safety Apparel for Horseback Riding — Trousers	Yes	No	DNA
PD.20.1	Classifying Horses	Yes	No	DNA
PD.21.1	Horse Physical Soundness	Yes	No	DNA
PD.22.1	Rider Classification	Yes	No	DNA
<b>Trip/Travel</b>				
PD.23.1	Trip Procedures	Yes	No	DNA
PD.24.1	Trip Orientation — General Information	Yes	No	DNA
<b>PD.24.2</b>	<b>Trip Orientation — Medical and Emergency Assistance Information</b>	Yes	No	DNA

PA — Program: Aquatics/Swimming				
Mark an X on the correct response				
Standard	Description	Yes	No	DNA
<b>If camp does not offer aquatics/swimming DNA PA.1.1 to PA.10.1</b>				DNA
PA.1.1	Lookouts	Yes	No	DNA
PA.2.1	Safety Regulations — In writing	Yes	No	DNA
PA.2.2	Safety Regulations — Communicated	Yes	No	DNA
PA.3.1	Emergency Procedures — Established	Yes	No	DNA
PA.3.2	Emergency Procedures — Rehearsed or Communicated	Yes	No	DNA
PA.4.1	Safety of Persons with Impaired Mobility (permanent and temporary)	Yes	No	DNA
PA.5.1	Safety Systems	Yes	No	DNA
PA.6.1	Participant Classification	Yes	No	DNA
PA.7.1	Swimming Pools	Yes	No	DNA
PA.8.1	Natural Bodies of Water Used for Aquatic Activities	Yes	No	DNA
PA.9.1	All Aquatic Sites Away from Camp/On a Trip	Yes	No	DNA
<b>PA.10.1</b>	<b>Staff Swimming</b>	Yes	No	DNA

PA — Program: Aquatics/Watercraft				
Mark an X on the correct response				
Standard	Description	Yes	No	DNA
<b>If camp does not offer aquatics/watercraft DNA PA.11.1 to PA.16.2</b>				DNA
<b>PA.11.1</b>	<b>Watercraft Safety for Staff and All — Adult Groups</b>	Yes	No	DNA
<b>PA.12.1</b>	<b>PFDs</b>	Yes	No	DNA
PA.13.1	Personal Watercraft	Yes	No	DNA
PA.14.1	Watercraft Activity Orientation	Yes	No	DNA
PA.15.1	Watercraft Instruction — Instructor Rating in appropriate craft	Yes	No	DNA
PA.15.2	Watercraft Instruction — Instructor rating for appropriate activities	Yes	No	DNA
PA.16.1	Watercraft Maintenance — Nonmotorized watercraft	Yes	No	DNA
PA.16.2	Watercraft Maintenance — Motorized watercraft	Yes	No	DNA

Standards # Comment/Initial (comment made by Visitor (VS) or Director (CD))

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